

CLASSIFICATION SPECIFICATION FOR: DEPUTY CLERK

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a variety of duties in support of the Town Clerk's function.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from all other Town classification by the specialized knowledge required in the maintenance of official Town records and in its responsibility for acting as Town Clerk in the absences of the Town Clerk or Senior Deputy Town Clerk.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Greets the public at the counter.
2. Provide a variety of information on Town operations in general, and the Clerk's office in particular, both by telephone and in person. Information may include explanation and interpretation of applicable codes, regulations and policies.
3. Maintains Commissions and Boards files. Announces and publishes bid openings, and sends appropriate correspondence.
4. Tabulates, checks and verifies all affidavits of publication from Town's legal notices and confirms billings for payment.
5. Maintains and tracks Preferential Parking files; updates computer files and notifies Police Department of discrepancies.
6. Publishes bid notifications, receives and opens bids. Calculates results, reports information to appropriate department. Responds to calls and requests immediately following bids.
7. Responsible for updating Town Code.
8. Distributes incoming mail to Town departments.
9. Maintains computer and manual files.
10. Insures that all Town warrants are accurate in amounts paid and complete in terms of supporting documentation.
11. In the absence of the Town Clerk, attends Council meetings, takes back-up notes and prepares the

action minutes; and assumes other responsibilities of the Town Clerk except for the signing of warrants.

12. Accepts, certifies, publishes and records documents as legally required.
13. Performs clerical tasks, type minutes, resolutions, correspondence, and other material from dictating equipment, clear copy or draft. May independently compose routine correspondence in accordance with established guidelines.
14. Supervises temporary and intern staff.
15. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to completion of the twelfth grade.
- One year of general clerical experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern office practices and procedures.
- Basic mathematics.
- Correspondence forms, correct punctuation, spelling, grammar and vocabulary.
- Records retention systems.

Ability to:

- Operate a variety of office equipment, including word processor, data processing, typewriters and calculators.
- Follow written and verbal instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Explain Town rules and procedures.
- Maintain cooperative service oriented relationship with the public and staff.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

-

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception

to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This is an at-will position.

#